

**Communication Officer**

TN Human Rights Commission

To apply submit your resume to: [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov)

The TN Human Rights Commission is an independent agency responsible for enforcing the TN Human Rights Act and the TN Disability Act. These Acts prohibit discrimination based on race, color national origin, age (over 40), sex, disability, religion, creed, familial status (housing), in employment, housing, and public accommodations and provides the authority to coordinates the State of Tennessee's compliance with Title VI of the Civil Rights Act of 1964. Our mission is to safe guard Tennesseans from discrimination through enforcement and education about their rights and responsibilities.

**Job Overview:**

The Communications Officer is responsible for coordinating all the THRC internal and external communications through traditional and social media channels. This includes developing, planning and executing education and outreach initiatives; developing executing special events with a focus on high level information and customer service; and developing reports including the annual report, and other communications including a newsletter.

**Key Responsibilities:**

- Working with the Executive Director, senior staff, and Board of Commissioners develops and executes the THRC Communications policy.
- Develop innovative ways to incorporate digital media and other visual elements into communications efforts in addition to traditional media which will increase public engagement and coordinate all social media accounts (Facebook, Twitter, YouTube).
- Write content for internal and external materials, including newsletters, press releases, web content and more.
- Develop reports and design graphics and publications that can be printed or distributed electronically.
- Working with the agency web master ensures posting of necessary communications.
- Assist the Executive Director in all communications areas as needed recommending policy, proofreading materials, scheduling the release of communications including press releases, designing advertisements for different media to ensure maximum effectiveness, and more.
- Works with the Executive Team members on education and outreach including branding and designing outreach education and training materials. and webinars

**Qualifications:**

- Excellent communication skills (written & verbal); experience working with diverse audiences and creative thinker, with an ability to multitask and make informed decisions
- Skilled at prioritizing and completing multiple projects with exceptional organizational and planning abilities
- A minimum of two–four years of full-time professional communication experience and a bachelor's degree or higher
- Experience with creative software such as adobe or similar; experience with graphic, photo and other software necessary for an effective communication program.